

City of Chattanooga, TN
Personnel Class Specification

Class code 0075

FLSA: Exempt

CLASSIFICATION TITLE: ADMINISTRATOR/CITY FINANCE OFFICER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to direct the overall financial operations and practices of the government for the City of Chattanooga. Duties and responsibilities include, but are not limited to: maintaining accountability for expenditure of all City Funds; preparing the annual capital and operating budgets; providing direct support to the Mayor, Chief of Staff, and City Council; maintaining efficient accounting and financial systems; providing information services to City departments; operating the treasury; performing court clerk functions; and performing other duties as required.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Oversees and directs the preparation of the operating budget, capital budget, enterprise fund budget, and annual budget for the City; monitors the execution of budgets through existing accounting systems; analyzes and interprets financial reports and documents; directs the research and collection of financial data; prepares forecast reports for future spending and appropriation of funds; maintains accurate records for auditing purposes.

Provides direct support to the Mayor, City Council and Chief of Staff; completes special projects and assignments when required; renders advice to city officials pertaining to financial issues, information services, City Court items, and other areas directly under the authority of the position; makes recommendations for changes and/or improvements; provides oral and written summaries upon request.

Conducts planning and administers the preparation for issuing municipal debt; maintains and reports the fiscal operations of the City to bond rating agencies and financial investors in a manner that assures the most favorable ratings; interacts with financial advisors to structure debt, prepare for ratings analyses, rating visits, sales documents, actual sale, and other issues relating to City securities; provides oral and written summaries to City officials when requested.

Advises department heads and agency chiefs on all financial matters; reviews the issues and/or problem areas with management; discusses areas of concern; uses expertise to make recommendations for solutions; answers questions and provides information when required.

Directs the preparation of the annual financial report for internal auditing purposes; authorizes and monitors routine audits; directs special audits toward potential fraud or mismanagement; cooperates with external auditors conducting City audits; provides financial information and data when requested; answers questions and/or inquiries regarding information; prepares reports to auditors as required.

Oversees cash management and investment of City maintained funds; determines availability of City funds for investment purposes; maintains cash flow data utilized in the City's investment system; retains investment files; monitors investments as needed.

Oversees tax collection operations for the City; maintains current status reports and updated information pertaining to tax laws and regulations; ensures compliance with all federal, state, and local tax laws; makes recommendations and approves changes and/or improvements.

Administers general financial and accounting system performance; ensures systems are running properly; makes recommendations and approves system enhancements and changes when necessary.

Attends seminars, meetings, and other functions related to improving current operations; reviews literature relating to subject; participates in conferences and/or calls to maintain knowledge of current financial issues and trends.

Serves on boards, committees and panels as directed by management and City officials; represents the City in a professional and efficient manner; maintains positive relationships with other members and the public.

Interacts with outside governmental agencies within the county, state and federal governments; maintains effective working relationships with each agency; cooperates with agencies when necessary to reach mutual goals. Lobbies at the state and national level as needed.

Listens and responds to citizen inquiries and complaints; carefully reviews problems and areas of concern; makes rational and informed decisions for resolving problems; maintains effective relationship with the public on behalf of the City.

Formulates operating policies and procedures for assigned departments and divisions; reviews existing policies and makes changes and/or updates as necessary to enhance and improve operating functions.

Monitors and provides guidance to the Office of the Treasury, Information Services Directorate, and the City Court Clerk; answers questions received from management; makes decisions and recommendations based upon information received; provides advice for changes and/or improvements as necessary.

Handles personnel matters pertaining to the City; reviews and approves all personnel hiring and promotions; conducts interviews of applicants; resolves employee problems and disputes; administers discipline when appropriate; provides evaluations and performance appraisals to assigned staff.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Minimum Bachelor's degree in business administration, finance, accounting, or public administration, with Master's level course work in the field is required; Master's degree strongly preferred; supplemented by six (6) to nine (9) years previous experience and/or training that includes increasingly responsible financial management experience in controlling and directing major financial operations, preferably in the public sector is required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to synthesize and integrate data for predicting, anticipating, and planning for future events impacting the organization. Includes determining strategic and tactical decisions at the highest organizational levels of authority and responsibility.

Human Interaction: Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in critical and/or unexpected situations involving moderate risk to the organization.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.